



# CITY OF HOUSTON

## Job Posting

### CMD

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	SENIOR PLAN ANALYST (Plumbing)
3	<b>Posting Number</b>	PN# 101928
4	<b>Department</b>	Public Works & Engineering Department
5	<b>Division</b>	Planning and Development Services
6	<b>Section</b>	Code Enforcement/Plan Review
7	<b>Reporting Location</b>	3300 Main *
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b>	
	Provides review, analysis, and interpretation of construction documents to ensure compliance with various codes, ordinances and regulations. Consults with architects, engineers, contractors and the general public on preliminary plan reviews, permit requirements, ordinances and procedures related to plumbing. Interfaces with other technical disciplines and departments on code enforcement and plan review processes. Responds to inquiries concerning code requirements. Approves construction documents for issuing building permits. Reviews and writes requirements for plans which do not meet city building codes. Reviews corrected plans and/or re-submittals. Enters data into computer to issue building permits. Analyzes construction and material standards.	
10	<b><u>WORKING CONDITIONS</u></b>	
	This position is physically comfortable. The individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b>	
	Requires a related Associate's degree such as Building Inspection or the equivalent.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b>	
	Two (2) years of skilled, journey level experience in plumbing trades, inspection or plan examining.	
	Two (2) additional years of skilled, journey level experience in plumbing trades, inspection or plan examining may be substituted for the above degree requirement.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b>	
	None	
14	<b><u>PREFERENCES</u></b>	
	Preference may be given to applicants who are certified as a Plumbing Inspector and/or Plumbing Plans Examiner by the International Code Council (ICC), or certified by the International Association of Plumbing and Mechanical Officials (IAPMO).	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
	However, the Department may administer a skill assessment evaluation.	
16	<b><u>SAFETY IMPACT POSITION</u></b> ___ Yes <u>x</u> No	
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b>	
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:	
	<div>Salary Range - Pay Grade 18</div> <div>\$1,541.58 – \$1,591.58 Biweekly      \$40,081.08 - \$41,381.08 Annually</div>	
18	<b><u>OPENING DATE</u></b>	December 8, 2004
19	<b><u>CLOSING DATE</u></b>	Open Until Fill
20	<b><u>APPLICATION PROCEDURES</u></b>	
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	The Human Resources TDD Phone Number is (713) 837-9496.	
	An equal opportunity employer	